

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT HAZARDOUS MATERIALS INFORMATION AND TRAINING	Number 75.70	Issue 1	Page 1 of 4
	Effective Date October 1, 1983		

1. PURPOSE

To reduce or eliminate employee exposure to hazardous substances and to provide employees with training and information they need to work safely.

2. POLICY

It shall be the policy of the City of San Diego to:

- 2.1 Eliminate or reduce employee exposure to hazardous substances.
- 2.2 Inform and train employees in the hazards and precautions to be taken when working with hazardous substances.
- 2.3 Allow employees to review and/or copy their medical and exposure records and provide them with needed safety and health information regarding hazardous substances.
- 2.4 Provide employees with safety and/or other specialized equipment needed to prevent contact with hazardous materials.

3. SCOPE

- 3.1 With the exception of laboratories, this regulation applies to all City departments. City laboratories must only comply with Sections 5.8 and 5.9.

4. DEFINITIONS

- 4.1 Designated Representative: Any individual or organization to whom an employee gives written authorization. A recognized collective bargaining agent is considered to be a designated representative.
- 4.2 MSDS (Material Safety Data Sheet): A document normally developed by the manufacturer which provides safety and health information on a product which may contain a hazardous substance.
- 4.3 Hazardous Substance: A substance or mixture which in sufficient concentrations can cause adverse health effects in humans, or produce a flammable vapor or gas, (e.g.: paints, solvents, pesticides, cleansers).

Exceptions: MSDS's are not required for consumer products used in the work place, which can also be used by the general public, if the exposure is similar to what it would be at home. Examples of excluded substances are: liquid paper, rubber cement, typewriter cleaner, furniture polish, etc.

Authorized

(Signed by Ray W. Blair, Jr.)

CITY MANAGER

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 75,70	Issue 1	Page 2 of 4
HAZARDOUS MATERIALS INFORMATION AND TRAINING	Effective Date October 1, 1983		

4.4 Exposure Record: A record that contains information concerning an employee's exposure to toxic substances or harmful physical agents, such as results of noise surveys and air monitorings.

4.5 Medical Records: A record concerning the health status of an employee. This would include medical and employment questionnaires or histories, results of medical examinations and laboratory tests, medical opinions, diagnoses, progress notes and recommendations, prescriptions and employee medical complaints.

5. Procedure

Responsibility

Action

Purchasing Agent

5.1 Requests a Material Safety Data Sheet (MSDS) from vendors on chemicals, hazardous substances, or suspected hazardous substances as defined.

5.2 Forwards one copy of the MSDS to the Safety and Loss Prevention Division and a copy to departments/divisions who use the product.

Safety and Loss
Prevention Division/
Risk Management

5.3 Provides technical assistance and works with departments and divisions in attempting to eliminate and reduce their use of hazardous substances.

5.4 Conducts periodic hazardous material inventor surveys.

Department/Division Heads
and Supervisory Personnel

5.5 Insures that the "Notice to Employees" poster is on display in all work areas (see attachment).

5.6 Informs employees of the following:

1. What MSDS's are;
2. The hazards associated with use of each substance, precautions needed to minimize exposure, and emergency procedures for spills, fire, disposal and first aid;
3. Where MSDS's are located and how to gain access to them;

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT	Number 75,70	Issue 1	Page 3 of 4
HAZARDOUS MATERIALS INFORMATION AND TRAINING	Effective Date October 1, 1983		

Department/Division Heads
and Supervisory Personnel (cont'd)

4. And, that they have the right to:
- a. get copies of MSDS's;
 - b. have copies of MSDS's given to physicians and employee organizations; and
 - c. exercise these rights without fear of discharge or other discrimination.

This can be accomplished by tailgate or other training sessions, or by giving written material to employees.

- 5.7 Within (30) thirty days of receipt of a new or revised Material Safety Data Sheet informs employees in writing or by training of its contents.
- 5.8 When requested by the Safety Division of the Risk Management Department, compiles a listing of all chemicals and hazardous substances stored or in use in the work area.
- 5.9 Forwards one copy of the listing to the Safety Division of the Risk Management Department.
- 5.10 Obtains an MSDS for every chemical, hazardous substance or suspected hazardous substance that is not ordered through the Purchasing Department (ex.: products purchased on an open purchase order or through petty cash).
- 5.11 Forwards one copy of all "MSDS's" for products in use to the Safety and Loss Prevention Division, indicating the department name and location where the product is used.
- 5.12 When requested, provides employees or their designated representatives with a copy of an "MSDS" within (15) fifteen work days.
- 5.13 Makes every effort to eliminate or reduce employee exposure to hazardous substances.
- 5.14 Insures that the above responsibilities are met.

CITY OF SAN DIEGO
ADMINISTRATIVE REGULATION

SUBJECT HAZARDOUS MATERIALS INFORMATION AND TRAINING	Number 75,70	Issue 1	Page 4 of 4
	Effective Date October 1, 1983		

APPENDIX

LEGAL REFERENCES

- 1) California Occupational Safety and Health Act, Title 8, California Administrative Code, Sections 3204 and 5194.
- 2) California Labor Code, Division 5, Chapter 2.5 “Hazardous Substances Information and Training.”
- 3) Administrative Regulation 75.20 (Accident Prevention Program).
- 4) Administrative Regulation 75.10 (Safety Policy).

FORMS INVOLVED

- 1) Notice to Employees (attachment to this regulation)
- 2) Material Safety Data Sheet

SUBJECT INDEX

Hazardous Materials, Safety

ADMINISTERING DEPARTMENT

Risk Management



NOTICE TO EMPLOYEES

EMPLOYEE EXPOSURE AND MEDICAL RECORDS

IT IS CITY OF SAN DIEGO POLICY AND STATE LAW THAT EMPLOYEES BE INFORMED ABOUT THE HAZARDS ASSOCIATED WITH THEIR WORK.

EMPLOYEES OR THEIR DESIGNATED REPRESENTATIVES HAVE THE RIGHT TO REVIEW AND/OR COPY THEIR OWN:

- MEDICAL RECORDS – maintained in the following areas:
 - Safety Division (236-6229) - Special Medical Exams
 - Workers' Compensation (236-6395) - Injury/Illness Claims
 - Personnel Department (236-6404) - Pre-employment and related medical, and DMV medical exams.Your department may also have copies of the above records.
- RECORDS OF EXPOSURE to toxic or harmful physical agents - maintained in the Safety Division (236-6229)
- MATERIAL SAFETY DATA SHEETS - maintained in each department/division

FURTHER INFORMATION REGARDING THIS NOTICE MAY BE OBTAINED BY CALLING THE SAFETY DIVISION.